

CPPS USER MANUAL AND GLOSSARY POSITION CONTROL TABLE REFERENCE



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Division of Human Resources
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Position Control Actions

Action	Description/Notes	Menu Transaction
01 - New Position	This action is used to create a new position record regardless of type. This is also the only action where workflow is used.	Initial Position Profile Update
02 - Reclassify Position	<p>Under CPPS, promotions, demotions, and other employee actions that change job class will be done in two parts. The first will be to reclassify the position and the second to apply the personnel action to the employee's records.</p> <p>The job class on a position can only be changed with Actions 02 – Reclassify Position, and 10 - Data Correction. It must be changed if the Action is 02 – Reclassify Position.</p> <p>A position evaluation and a position reclassification are two different actions. The 08 - Position Evaluation action is intended to record the information from the evaluation. The result of the evaluation may be 'Reclassification Recommended'.</p> <p>There are two methods for recording an evaluation and reclassification. One is to do the evaluation and record the results with a 08 - Position Evaluation action. If reclassification is the decision then the position is reclassified with a 02 - Reclassify Position action. The other method on a reallocation is to record the actual class change and the evaluation information with the one 'Reclassify Position' action. Either way the last step is to update the employee with the movement action that applies. In the Classified system this would be a promotion, demotion, or transfer, with the subtype of 'Reallocation'. For Judicial and Non-classified the choice may be to apply the reclassification personnel action depending on the practice in the system or agency.</p> <p>Action Code 02 – Reclassify Position can be used to update the position description or budget as needed also. For example, if the position description should be changed with the reclassification the Position Skills Update menu transaction can be selected, then the same action code, 02 – Reclassify Position, with the same effective date can be entered with the changes to the position description on the position skills information screen.</p> <p>When vacant positions are reclassified they may have any number of other field values changed to accommodate the needs of the business.</p>	Basic Position Update; Position Skills Update
04 - Abolish Position	To change the status of a vacant active position to abolished.	Basic Position Update
05 - Budget Adjustment	This action is primarily used to update data on the Position Budget Information screen, but it may also be used to update the Allotted FTE % or Funded fields on the Basic Position Information screen.	Position Budget Update; Basic Position Update
07 - Reactivate Position	This action is used to convert an abolished position to an active status again. Often this is done to recycle the position number and set up an essentially new position to accommodate the needs of the business.	Basic Position Update; Position Skills Update; Position Budget Update
08 - Position Evaluation	This action is used to record the results of a position evaluation. If the evaluation result is that the position should be reclassified, then the separate reclassification action would follow this action.	Basic Position Update

09 - Other Data Change	<p>This is the general action to update position characteristics for changes that are not part of a reclassification or otherwise covered by another action.</p> <p>Examples include changing basic position data like Shift, Premium Pay Eligibility, Working Title or agency User Fields. Changes to the Position Description or Skills information would also be done under this action. Budgeting information is generally changed with the 05 - Budget Adjustment action.</p>	Basic Position Update; Position Skills Update
10 - Error Correction	<p>This action is used to correct data that was incorrectly entered on a position. Most position data elements can be changed with this action. Use this action only for corrections, not legitimate updates. Corrections to Budget Adjustments should be fixed with an additional adjustment.</p>	Basic Position Update; Position Skills Update; Position Budget Update
12 - Incumbent Update (Status Change)	<p>This action is used to manually update the position status to reflect when an employee fills or vacates the position. The action is to set the position status from vacant to filled or vice versa.</p> <p>This action should follow any employee action that moves an employee in to or out of the position. For grouped (pooled) positions, this action is used after the first employee fills the position or the last employee vacates. This is how positions are synchronized with employees.</p>	Basic Position Update
30 - System Maintenance	<p>This action code will mostly be applied to positions by system processes for mass actions. However, it can also be used to update an individual position due to occupational studies, etc.</p>	Basic Position Update